

Abinash kumar. N

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CAREER OVERVIEW

"Aspiring Human Resources professional with hands-on experience gained through a 4-month internship. Proficient in supporting recruitment processes, onboarding, and employee engagement initiatives. Skilled in maintaining HR records, assisting with policy implementation, and fostering a collaborative workplace environment. Enthusiastic about leveraging my academic foundation and internship experience to contribute to organizational growth and employee satisfaction."

KEY COMPETENCIES

Ms word	Recruitment and Selection	Strong interpersonal skills
Ms Excel	Communication skills	Proactive and self-motivated
Html	Problem solving	Onboarding and orientation
Employee Engagement	Employee Relation	Time management

PROFESSIONAL EXPERIENCE

Vijay Raja Homes

sept 2024 - Dec 2024

Human Resource

As an HR Intern at Vijay Raja Homes, I am developing practical skills across recruitment, payroll, and HR operations. My responsibilities include managing the recruitment process end-to-end, from sourcing candidates to onboarding, with a focus on creating a smooth candidate experience. I am also engaged in payroll tasks, ensuring accurate attendance tracking and supporting payroll calculations.

Additionally, I assist in verifying fuel allowances and handle operational tasks like collecting feedback from IT and non-IT recruiters on credit card and insurance offerings. This role has allowed me to deepen my knowledge of payroll management, employee engagement, and benefits coordination, building a solid foundation for a successful career in HR.

Buzzworks Business Private Limited

july 2024 - Aug 2024

HR Recruiter

As a Non-IT Recruiter Intern at Buzzworks, I gained valuable experience in identifying and engaging talent across various non-IT sectors. My responsibilities involved full-cycle recruitment, from sourcing and screening candidates to scheduling interviews and coordinating feedback with hiring managers. This role honed my ability to assess candidate fit, manage pipelines, and ensure a smooth, efficient recruitment process.

EDUCATION

Bachelor of Business Administration

Patrician College of arts and science
2022 - 2025 (Adyar)

Anjuham Higher secondary School

2018-2022 (west Mamblam)

MAK Matriculation Higher secondary school

2006-2018 (west jafferkhanpet)

EXTRACURRICULAR ACTIVITIES

Member of consumer club

Citizen Consumer Club